

# Advisory Information

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**Agenda Item: Draft Revisions to Community Participation Program Guidelines**

**Title:**

☐ Action    ☒ Discussion    ☐ Informational

**Date: March 9, 2016**

**Prepared By: Robert Thompson**

**Attachments: Draft 2017-2019 Community Participation Program Guidelines**

## Requested Action

The NCEC Committee of the Whole is asked to provide comments on the proposed revisions to the Community Participation Program (CPP) Guidelines.

## Background

The current CPP Guidelines which were enacted in 2014 expire at the end of the year. The revised guidelines will cover the three-year period 2017-2019.

On February 8, 2016, NCR staff sent a notice to all funded neighborhood organizations that NCR was proposing revisions to the Community Participation Program Guidelines for the 2017-2019 funding cycle, and would be hosting two informational meetings (on February 24 and March 29, 2016). The notice included clean and redlined versions of the draft Guidelines for review.

At the first meeting on February 24, NCR staff provided an overview of proposed changes to the CPP Guidelines, responded to questions, and received initial feedback. A second meeting on March 29 will provide a further opportunity for initial feedback prior to sending proposed final CPP Guidelines to neighborhood organizations for 45-day review and comment period starting mid- to late-April 2016.

The overall goals of these revisions were to make the Guidelines more readable and useful, and to provide clearer expectations for funded neighborhood organizations. Following is a summary of the changes in the Draft 2017-2019 guidelines:

1. Language cleanup and clarifications throughout the document.
2. Moved the "Standards and Expectations" section to a new section later in the document, and significantly revised (see pages 11-13 of redline version).

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3. Revised the application section (see pages 6-8 of redline version). The intent of revisions is to clarify language and make more readable.
4. NCR staff clarified what we mean by “Neighborhood Priorities” (see pages 9-11 of redline version).
5. NCR is identifying publicly available standards that we will use as reference when needed to provide further interpretation of standards and expectations (see page 13 of redline version).
6. Added a new section on the process the NCR Department will follow to review compliance with the guidelines in absence of a grievance (see pages 14 to 15 of redline version).
7. Clarified the grievance section (see pages 15-16 of the redline version).

### Next Steps

- A second informational meeting will be held on March 29 to answer questions and hear feedback.
- NCR staff will meet with elected officials to discuss revisions and gather feedback.
- NCEC input will be sought through NCEC Committee of the Whole meetings.
- NRP Policy Board input will be sought at the April Policy Board Meeting.
- NCR staff will incorporate feedback into draft 2017-2019 CPP Guidelines.
- The 45-day review and comment period for neighborhood organizations will take place in April and May.
- NCR staff will review comments and revisions with NCEC and prepare final draft.
- NCR staff will prepare final draft for review and action as necessary by NCEC, NRP Policy Board and City Council in June and July 2016.